

LANCASTER COUNTY
ACCOUNT CLERK II
EXCLUDED ACCOUNT CLERK II

2832
0832

NATURE OF WORK

This is complex specialized clerical work involving the application of advanced accounting principles to the maintenance of financial accounts and records.

Work involves performing para-professional accounting duties which require a working knowledge of financial principles and practices. Employees of this class work within clearly established accounting systems and procedures. This class is differentiated from Account Clerk I in that incumbents are allowed greater independence in the application of more complex accounting techniques. Work is reviewed by technical superiors primarily through periodic audits. Supervision may be exercised over a small number of subordinate accounting and clerical personnel.

EXAMPLES OF WORK PERFORMED

Maintain computer accounting spreadsheets for budget, accounts receivable, accounts payable, income journal and/or inventory; record daily transactions; compute encumbrances, expenditures and available balances; transfer unexpended balances; reconcile monthly and annual account balances.

Supervise subordinate accounting/clerical staff; train new personnel; open, close and transfer accounts; receive and process requisitions and credit memoranda.

Code and validate documents and transactions, post to ledgers, registers, journals and other books of entry; adjust and reconcile accounts and records; inspect accounts for accuracy and completeness; compile reports and statements from accounts, records and other sources; assist in annual budget compilation and execution.

Develop modifications or initiate improvements in record format or accounting systems.

Prepare daily balance sheet for specified collections, disbursements and bank accounts; issue warrants, file claims and monitor resultant payment receipts; track maturity dates on surety bonds.

Compare invoices and receiving reports for accuracy; contact appropriate personnel in case of discrepancies; mail form letters to vendors requesting invoices and reports.

Perform routine clerical work including typing, filing, photocopying and answering phone calls; record and process purchase orders; prepare related office correspondence, memoranda and letters; facilitate, collect and validate customer payments, as needed.

Operate a telephone/radio dispatch unit for the purpose of receiving and dispatching information to field units.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of accounting principles and practices including governmental and budgetary accounting.

Knowledge of modern office practices, procedures, equipment and standard clerical techniques.

Ability to apply advanced accounting principles to the maintenance of financial accounts and records.

Ability to make complex and varied mathematical computations and tabulations rapidly and accurately.

Ability to train and supervise the work of a small number of employees engaged in routine accounting work.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, other County personnel and the public.

Skill in the operation of a calculator, computer terminal and other common office equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by coursework in accounting or finance; and experience in accounting and related clerical work.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent supplemented by coursework in accounting or finance; and some experience in performing varied office and clerical tasks including documentation and maintenance of financial transactions or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Personnel Administrator

Revised: 4/97

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